

Plainview-Old Bethpage CSD

DISTRICT CLERK

Title DISTRICT CLERK

Department(s) Superintendent's Office

Reports to Board of Education

Qualifications:

Civil Service Requirements - Exempt Class

Notary Public

Job summary:

The District Clerk shall be responsible for attending all board meetings, overseeing and implementing the annual budget vote in May, and providing assistance to Board of Education and Superintendent as needed.

Essential job functions:

- Attends all meetings of the Board of Education.
- Keeps records and minutes of meetings.
- Oversees the Annual Vote in May as well as any special elections or votes during the year.
- Registration of eligible voters
- Pre-election work
 - Absentee ballots
 - Hiring of Inspectors of Elections
 - All correspondence, forms and other paperwork related to vote
- Opening of machines at schools on day of vote
- Monitoring the 3 voting places on day of vote
- Recording results of vote
- Notifying all concerned of results of vote
- Working together with legal counsel on vote
- All other functions in connection with these votes
- Serves as liaison between the Board of Education and Superintendent.
- Processes requests for information from Board Members.
- Coordinates travel and conference plans for Board of Education.
- Polls Board Members.
- Maintains telephone contact with Board Members, public relations' firms, counsel, parents and residents.
- Serves as back-up for clerical relief, when needed, in Superintendent's Office.
- Serves as Public Access Officer.
- Carries out any other duties as assigned by the Board of Education.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information:

HR use only	
FTE	0.6 (3.5 hours daily, plus attendance at all BOE meetings and all functions related to elections, the school district budget vote, and any re-votes)
Salary/Stipend	As per Terms and Conditions.
Last revised	11/04/13